

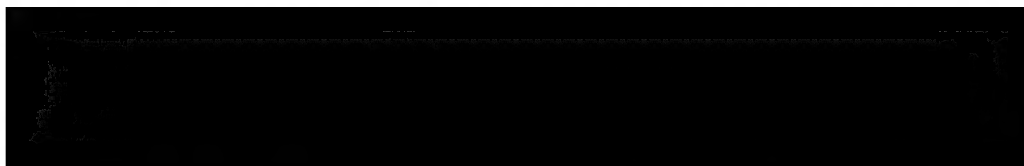
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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010038-4
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Technical Review and Policy Staff, LO DATE: 6 January 1955
FROM : Chief, Administrative Staff, LO
SUBJECT: Weekly Activity Report

1. GENERAL

STATINTL



b. Logistics Office Notices and Instructions (continued item)

No change.

2. PROJECTS AND STUDIES IN PROCESS

a. Logistics Support Course (continued item)

The beginning date of the next Logistics Support Course has been postponed from 7 February to 14 February 1955 to avoid conflict with the Office of Training Administrative Procedures Course.

b. Records Survey (continued item)

No change.

c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

No change.

d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)

Follow-up has been made with the Executive Officer of Office of Collection and Dissemination on subject study requesting that he expedite his comments. The main problem holding up the study is that of determining whether to return the Davidson Presses to OCD or leave them at the [redacted] plant.

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- No change.

a. Personnel and Training (continued item)

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- Two Logistics personnel are enrolled in the Basic Orientation Course which began on 3 January 1955. Another is scheduled for the Operations Support Course (formerly Administrative Support Course) which began on 3 January 1955.

- No change.

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- (c) [REDACTED] FE Division, has completed a week of specialized training in the Supply Division.

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(d) [REDACTED] TSS, is receiving training in Vehicles and Stock Management this week.

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b. Request for Construction (continued item)

Work on the enlarging of the mail loading platform at Que Building and the modification of the fence in that area is approximately 60% complete.

c. Survey of AS by Office of Inspector General (continued item)

No change.

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming

4,423

-

297

Outgoing

2,964

- 3,103

- 3,400

7,387

Postage Expended

\$605.72

/\$24.91

(2) Courier Activities

Scheduled Courier Trips

270

-

25

Special Courier Trips

57

-

48

Inter-Agency Mail by Courier

Incoming

1,625

-

59

Outgoing

2,318

-

200

3,943

-

259

quite a decrease in postage this holiday had something to do with it

e. Personnel Assignments in Logistics Office (new and completed item)

Effective Monday, 3 January 1955, [REDACTED]

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[REDACTED] reported to the Logistics Office and assumed their new responsibilities as Chief, Personnel and Training Branch, AS, and Career Management Officer, respectively, vice [REDACTED]

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[REDACTED] are orienting themselves in activities of the Logistics Office and acquainting themselves with outstanding requirements and pending personnel matters.

f. Installation of Allotment Control Record for Allotment Account 6816-20 - Space, Maintenance, and Facilities (new and completed item)

There was installed this past week an allotment control record specifically designed by the Technical Accounting Staff, Comptroller's

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Place this in the main file as mentioned to implement.

Office, for the type of financial transactions involved in the conduct of the activities of the Space, Maintenance, and Facilities Branch of the Real Estate and Construction Division. The necessity for such a control record has become increasingly evident during the current fiscal year, principally because of the fact that actual obligations have thus far run considerably above the estimate of fund requirements for FY 1955.

g. Additional Courier Service (new and completed item)

Arrangements were made with the Chief, Mail and Courier Branch to provide a pickup at 4:00 P.M. each day from Finance Division, room 1126 I Building, for delivery to Machine Records Division, in Curie Hall. This additional service has been incorporated into the present Logistics- [REDACTED] Courier run.

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4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

No change.

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b. Freight Elevator at Temo [REDACTED] Bldg. (continued item)

No change.

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LO/AS/mel

Distribution:

- 3 - Addressee
- 1 - LO Official file
- 1 - LO/AS routing